



CYNTHIA D. BANKS  
Chief Deputy

---

## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

---

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

April 20, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**INFORMATION TECHNOLOGY FUND (ITF) AWARD  
FISCAL YEAR 2003-2004 APPROPRIATION ADJUSTMENT  
(ALL SUPERVISORIAL DISTRICTS) (3VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or his designee, to accept the \$89,995 Information Technology Fund (ITF) Award for the Los Angeles County Homeless Management Information System (HMIS) project, which is in partnership with the Los Angeles Homeless Services Authority (LAHSA).
2. Approve the attached Appropriation Adjustment in the amount of \$90,000 for the purpose of administering and financing the HMIS project.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

ITF was established by the Board to provide startup funds for information technology (IT) projects that will expand access to information and services for the public, improve access, and facilitate the exchange of information between employees.

The ITF Executive Committee supported the HMIS project proposed by LAHSA in its December 8, 2003 meeting. The Committee has approved the department's request of \$89,995, and those funds have been reserved for the project in that amount.

The recommended actions are necessary to enable CSS to encumber the necessary startup funding required for the administration and financing of the HMIS project.

**Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Appropriation Adjustment is needed to include the \$90,000 in funding from the ITF in the department's FY 2003-04 Adopted budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

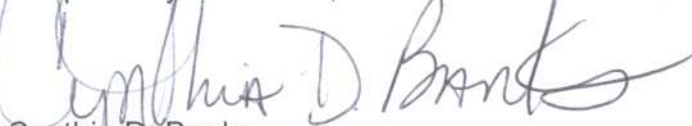
The \$89,995 will be used by LAHSA for the initial installation and pilot implementation of the HMIS project at 20 agencies. LAHSA has provided CSS and CIO with a project plan and interim status report outlining the progress of the project. The final status report will be submitted at the anticipated conclusion date on June 15, 2004.

LAHSA is in the unique position to utilize network technology, through HMIS, to implement system-wide changes that will ensure the homeless Continuum of Care is as effective as possible. Information from HMIS will be utilized by oversight agencies, public jurisdictions, and service providers to maximize the efficiency of safety net services for the most vulnerable residents. This information will be shared with CSS in the implementation of its Long-Term Care Strategic Plan so both LAHSA and CSS can work towards preventing, and eventually eliminating, homelessness among the aged and persons with disabilities in the County.

**IMPACT OF CURRENT SERVICES:**

The recommended actions will allow LAHSA and CSS to administer and finance the HMIS project awarded by ITF Executive Committee.

Respectfully submitted,



Cynthia D. Banks  
Chief Deputy

Attachment: 1

c: David E. Janssen  
Raymond G. Fortner, Jr.  
Violet Varona-Lukens  
J. Tyler McCauley  
Jon F. Fullinwider



COUNTY OF LOS ANGELES  
**REQUEST FOR APPROPRIATION ADJUSTMENT**  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES

DEPT'S. No. 325

3/31/04 19

**AUDITOR-CONTROLLER.**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

**3 - VOTE**

**SOURCES:**

Chief Information Office  
ITF Fund - Services & Supplies  
B16 - IO - 40033 - 2000  
\$90,000.00  
  
Community and Senior Services  
Admin-Operation Transfer in Revenue  
A01 - CS - 26560 - 9911  
\$90,000.00  
  
**TOTAL: \$180,000.00**

**USES:**

Chief Information Office  
ITF Fund - Other Financial Uses  
B16 - IO - 40033 - 6100  
\$90,000.00  
  
Community and Senior Services  
Admin-Services and Supplies  
A01 - CS - 26560 - 2000  
\$90,000.00  
  
**TOTAL: \$180,000.00**

Chief Information Office (CIO) awarded the Los Angeles Homeless Services Authority (LAHSA) \$89,995 for an information technology project from the Information Technology Fund (ITF). CSS is the designated administrative agency to review and process the project status reports and invoices to be submitted by LAHSA relating to the awarded project. CIO, the grantor, will reimburse CSS for paid invoices, up to the grant award amount.

*Crystal Huang/KB*

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

✓ RECOMMENDATION

APPROVED AS REQUESTED ✓

AS REVISED

*April 6 2004*

*DAVID E. JACKSON*  
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY *Helen Fung*

No. 245

4-2-04

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER